

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Assistant Administrative Officer	CLASSIFICATION CODE: 02591600
	SALARY RANGE: Gr. 321A \$37302 -41950	REFERENCE POSITION NO.: 1141-11300-TBA
	Department or Agency Name Health	APPLICATION PERIOD: 3/22/2010 to 3/28/2010
	Division/Section/Unit EHSR	GRACE PERIOD ENDS 03/31/2010 4:00 PM
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: Non-standard/Non-Exempt	Job Location: Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94 Local 2870	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
Statement of Duties	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are open for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and MEEC 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
Minimum Education & Experience	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Where to Apply	DUTIES / RESPONSIBILITIES:	
	This individual will report to the Chief, Compliance Regulatory Section, (Board of Pharmacy). Duties will include performance of administrative/secretarial work of a complex, technical and confidential nature, to arrange appointments, interviews, meetings, to screen telephone calls and respond to inquiries via telephone and email. The individual also types full board and subcommittee Open Session and Closed Session agendas and minutes. And to do related work as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public administration; or <b>Experience:</b> Such as may have been gained through: employment involving supervision of the work of a large office staff engaged in performing varied routine and difficult clerical tasks and involving some experience in making studies and analyses of office methods and procedures. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
Where to Apply	Sandra DaRocha	Telephone #: 401-462-1844
	OHHS Human Resources Service Center	Fax #: 401-462-1882
	Benjamin Rush Bldg., #55	TTY/TDD #: 401-462-3363
	600 New London Avenue	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	

